You are already a registered user. Use the Access information from the initial e-mail (Chalk and Wire Access E-Mail #1) to log into Chalk and Wire. The screen that you see when you log in is called your Dashboard.

**CHANGING YOUR PASSWORD**

First, let’s change the password from the system generated one to something easier that you will remember. It may be a good idea to use the same password that you use for Pipeline/Moodle so you’ll equate it with Harding. You will find the Change Password option in the drop-down menu next to your name (in the upper right hand corner).

On the next page, type the initial password you were given and the new password you choose and BE SURE TO CLICK ON THE blue SUBMIT button below the new password confirmation box. Then click the “Close” button.

Before we set up your program’s portfolio, take the short location survey. (You will do this only once.) Follow all the way through the page and click UPDATE at the bottom of the page. Then click CONTINUE.
CREATING YOUR PORTFOLIO FOR YOUR PROGRAM OF STUDY  **YOU will do this ONE TIME ONLY for your program of study!!**

Now we’re ready to create your portfolio and selecting your program’s prescribed Table of Contents (“ToC”). You were given the name of the correct Table of Contents for your program of study in the access information e-mail (E-mail #1). Please refer back to the e-mail if you are unsure as to the exact title of the ToC you will need to select.

On your dashboard, you’ll find a ribbon down the left side that says “MENU”. Click on it, then “WORK” and then “MY COURSEWORK”. Then click on the “New Portfolio” BLUE button in the upper right hand corner.

Sidenote: Before we continue you have the option of making this page your Home Page, which means that when you log into Chalk and Wire, this is the first page that you will see. If you would like to make this your home page, select the button in the upper right hand corner, “make this my home page”. This is NOT a requirement – just an option.
Back to the task at hand for selecting the appropriate Table of Contents for your new portfolio: An overlay window opens and you will see the options that allow you to choose the name of your portfolio. You can choose what you would like to name the portfolio for your program. Be descriptive without too much verbiage. Recommended: “(your name) Teacher Education Portfolio” or “(your name) Graduate Reading Portfolio”. IMPORTANT: READ the box of TO-DO’s to ensure that you complete this window of information properly. THIS IS CRITICAL!!

TO-DO’s on this page:

1. Name your portfolio (see yellow highlighted area)

2. Click on the drop down menu to find the name of the Table of Contents you should select for your programmatic portfolio. (If you do not see the option of what was sent to you in the initial access e-mail, contact Karen Wright - kwright2@harding.edu)

3. Click on the CREATE button. You will be taken into the working area for your portfolio!

If you do not follow the three steps carefully, you will by default create a Customizable Table of Contents which will NOT work with your program of study. This option is only used at the end of your coursework and degree for job search and promotion purposes.

NOTE: You will create this portfolio once during your program of study and not for each course you take.

ACCESSING YOUR PORTFOLIO ONCE CREATED

When you log into your Chalk and Wire account (if you haven’t selected the portfolios page as your Home page per the preference mentioned above) from your dashboard, you’ll find the ribbon down the left side that says “MENU”. Click on it, then “WORK” and then “MY COURSEWORK”. Find the portfolio that you named with the correct Table of Contents and left CLICK on the row of this portfolio row and choose the option to “EDIT”.

![Image of accessing portfolio](image-url)
TRAINING and REFERENCE TO USE CHALK AND WIRE

Now that you have created the portfolio that you will build throughout your program of study, you have the option to create a reference portfolio to find information on how to use the system. This portfolio will have information that you can reference at any time and will include how to add content files and submit your work to your instructor. This training portfolio will be updated as upgrades to the system become available so the reference will be valuable throughout your program of study. You will only have access to the Canvas “course” during the semester that you initially register for Chalk and Wire (EDFD 200 for UG and EDT 600 for GR level)

In order to select the REFERENCE PORTFOLIO, you will create another portfolio in a similar process to your programmatic portfolio. The Table of Contents to choose is titled CHALK AND WIRE REFERENCE PORTFOLIO regardless of what level or program you are in here at Harding. Since this training portfolio is not department specific like your programmatic portfolio, you will have one additional step.

From the Dashboard, click on the “MENU” ribbon, then “WORK”, and then “MY COURSEWORK” to reach the “My Portfolios” page. Then click on the BLUE “New Portfolio” button.

Important!! In the next overlay window, Click on the blue question “Can’t find your Table of Contents?”
Please review the information on each of the pages. The most often utilized page is “Basic Uploading and Submitting Files”.

The window will expand for additional choices.

4. Name your portfolio – whatever you want to call it - something like “Training Portfolio”

5. In the “Select Department” drop-down menu, choose the department TRAINING

6. Click on the drop down menu to find the name of the Table of Contents. Your choice should only be CHALK AND WIRE REFERENCE PORTFOLIO

7. Click on the CREATE button. You will be taken into the working area for your portfolio! This portfolio content will be updated as upgrades occur in the system.